

STATUS REPORT

1Q Summary: 42 Initiatives (Green = 10, Yellow = 32, Red = 00)

Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plan

1Q FY 05

Strategy # HCMAPP #	FY05 HR Outcome Strategies SUPPORTING HCMAPP	Status Detail (as of 01/19/05)	HCMAPP Leader and Team	% COMPLETE	STATUS
1	IMPROVE ALIGNMENT OF HUMAN CAPITAL INITIATIVES TO AGENCY MISSION AND GOALS(Barbara Boyd)				
1.1	Implement quarterly HR News Letter ("HR AT YOUR SERVICE") to feature: What's Hot, New HR Initiatives, and Employee/Manager 'value-add' report - 1QFY05	1Q-The SOP has been approved by Pat and is in the correspondence process to be signed and distributed. Implementation of the newsletter has been delayed for one month due to lack of materials submitted by the Branch Chiefs.	B.Boyd (L) J.Barlow(POC), D.Bowers, M.Frye, B.Whiteside	90%^	Y
1.2	Develop internal SOP for HR News Letter items, survey results, etc., to include audience, how to communicate, frequency, relationship to goals, effectiveness, et. al.; and development of communications template - 1QFY05	1Q-The SOP and communications options chart have been approved by Pat and are in the correspondence process to be signed and distributed.	B.Boyd (L), J.Barlow (POC), D.Bowers, M.Frye, B.Whiteside	95%^	Y
1.3	Implement tracking and quarterly reporting system for HR Logic Model Strategy 1 measure - 1QFY05	1Q-Measure included on HRD Dashboard. To be presented 02/01/05.	J.Migyanka (L)	100%	G
1.4	Develop and issue HR Logic Model Measures Quarterly (roll-up) Report - 1QFY05	1Q- Dashboard designed to reflect 16 Logic Model Measures. To be presented 02/01/05.	J.Migyanka (L)	95%^	Y
2	SUPPORT WORKFORCE PLANNING & DEPLOYMENT (Donald Sanders)				
2.1	Conduct Annual Workforce Analysis and Update 5 year Workforce Plan and Succession Summary for each Agency re: <i>WIP and Succession Guidance</i> - 4QFY05. USDA HUMAN CAPITAL PLAN REQUIREMENT G1S3A1	1Q-Current FFAS Workforce Analysis FY04-FY08 identified 26 Mission Critical Occupations with Skill Gap challenges and 23 Leadership Positions with Continuity challenges. Both Recruitment and Training are actively addressing these challenges. Next workforce analysis due 1Q FY06.	T.Montgomery, T.Hudson, G.Hilding, (L) D.Sanders, Terri T.Meighan, Wynona Black (POC)	100%	G
2.2	Complete IT convergence - 2Q FY05	1Q-Transfer completed 11/28/04. All personnel files and folders have been forwarded and have been mailed to the new servicing organization.	D.Donnelly(L), K.Mansker, P.Sleight, N.Joice, G.Hilding, Mike Badger, D.Sanders, Lisa Flores	100%	G
2.3	Post OCIO transfer / FSA reorganization 3QFY05	1Q-Initial discussion held with IT Management to review possible post-transfer organizational structure. Reviewing state office positions, draft state office Administrative Office model and remaining IT positions in KC. Target completion date - 3rd quarter.	P.Sleight, N.Joice, T.Meighan, K.Williams, (L) D.Sanders, Mike Badger(POC), Steve Weaver, Shenita Wells	25%^	Y
2.4	Complete Incidental Transfer Agreement (ITA) for RMA IT - 2QFY05	1Q-ITA completed for RMA.	A.Guzman (L), N.Joice, Marilyn Pate	100%	G
2.5	Develop KCCO Model for Workforce Planning - 3QFY05	1Q-Completed KCCO plan design, i.e., identified leadership competencies and developed and implemented Leadership Development Program, developed and implemented recruitment and retention strategies, and completed retirement projections/analysis. In process of developing new organizational structure based on workload/workforce analysis and MEO model. Estimated completion date 06/05.	D.Sanders, (L) T.Hudson, Tammi Parrott, Ranay Brady(POC), Marcia Shakur	65%^	Y
2.6	Develop, define and implement tracking and quarterly reporting system for HR Logic Model Strategy 2, measure 1 - and Strategy 5, measures 3,4 - 1QFY05	1Q-Tracking mechanisms are in place and functional for reporting workforce diversity, baseline of HR services available online at end of FY 04 have been established. Methods and tracking for all 3 metrics are in place, FY05 1st quarter will be reported at end of January 05.	B.Boyd (L), D.Fisher, D.Bowers, J.Patel	100%	G

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3	IMPROVE THE ACQUISITION AND UTILIZATION OF TALENT (Gary Hilding)				
3.1	Develop mobility (deployment/retention) strategy to encourage FLOs to apply for FLM positions that require relocation - 2QFY05	1Q-Completed turnover analysis and retirement projections by region for 1165 series. Determined issue to be regional, e.g., SW and NW. Next step to establish focus groups to validate relocation/vacancy fill rate concerns and assess history of # of FLO applicants for FLO positions.	D.Sanders (L), G.Hilding, Beverly Branom (POC)	50%^	Y
3.2	Implement FY05 Annual Recruitment Work Plan (re item: 2.1) - 1QFY05	1Q-Recruitment Plan completed. Calendar on web site, overall plan developed. FEORP to be reviewed to ensure alignment with FFAS Recruitment Work Plan.	D.Sanders (L), T.Meighan, G.Hilding, S.Bruce, Nancy Rodriguez, Debra Schmidt(POC)	100%	G
3.3	Assess and develop action plan to address security re-investigations; develop and implement (per USDA) the electronic application for submission of request for security clearances - 4QFY05	1Q-Action plan developed and forwarded for review and approval. Attended a one-day training session on OPM's Electronic Questionnaires for Investigations Processing. Implementation is pending security access for HR employees. Related issued to be resolved through ITSD.	K.Williams (L), Pat Price(POC), Debbie Rogers, Ernie Kary, Lisa Gressen, T.Meighan	25%^	Y
3.4	Implement QUICK CLASS - 4QFY05	1Q-A project plan is being developed by the contractor. The project is dependent on USDA coordination.	G.Hilding, S.Bruce(L), Lesa Kapustka, Terri T.Meighan, Mike Badger, Marcia Shakur, Donna Fisher	10%^	Y
3.5	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 3 measures 1,2,3,4, & 5 plus % reduction of MCO skills gaps (future) - 1QFY05	1Q-Measures for Quality New Hires, Voluntary Terminations, Vacancy Fill Rate, FTE Utilization and Diversity of New Hires and Reduction of MCO Skill Gaps (future) have been determined and ready for input to Logic Model Dashboard.	D.Sanders, G.Hilding(L), T.Meighan	95%^	Y
3.6	Implement Web 52 Tracking System in WDC - 1QFY05, KC - 2QFY05 and states - 3QFY05	1Q-This project has been delayed due to a resource problem in ITSD. The contractors have had to be replaced which has shifted the deliverable date. Progress has been made however, currently several programs are being added to the system starting December 20 and will continue through January and February 2005. There will be a 20-day testing window in March 2005 for program area and HR users in preparation for deployment at WDC which is now due to occur tentatively April 5, 2005. If this schedule stays in place KC should implement by June and States by FY end.	B.Boyd (L), C.McGowan (POC), Crystol Wilsey, P.Brown, B.Farley, S.Campbell, V.Schofield, B.Lindsey	20%^	Y
3.7	Implement web-based Placement Follow-up - 2QFY05	1Q-Meeting held with IT Specialist (HR) to review options. - Email sent to pertinent individuals requesting requirements/specifics to develop the web-based new hire survey application and database/reporting needs. Once this information has been collected, project proposal will be developed and agreed upon. On target to complete by end of 2nd quarter.	B.Boyd (L), D.Bowers(POC), J.Patel, J.Barnes	25%^	Y
3.8	Implement web-based Recruitment Calendar - 1QFY05	1Q-The application development has been completed and it was deployed on November 1 2004. http://hr.ffas.usda.gov/employment/calendar/default.asp	B.Boyd (L), J.Patel(POC), T.Megihan	100%	G
3.9	Expand QUICK HIRE to include all competencies of MCOs identified in Agencies' Workforce Analysis Summary (FY04-FY09) - 4QFY05	1Q-MCO Series 0510, 0560, 1101, 1145, 1165, 2210 (addressing 13 of 26 MCOs) included in Recruitment process.	D.Sanders, J.Barnes, C.Rogers, G.Hilding(L)	50%^	Y

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3.10	Define the use of a Competency Model and Assessment Tools to be used by HR - 2QFY05	1Q-Draft model has been developed.	S.Bruce (L), Julie Bowen (POC), Jacqueline Ridley, Latrisha Smith, T.Meighan	50%^	Y
3.11	Develop, define and implement tracking and quarterly reporting system for FSA, RMA, FAS Telework participation; and develop strategies to increase FFAS participation - 3QFY05	1Q-Tracking system: 20% complete. ITSD and I have met since the end of October outlining the system and it's scope. We are currently conducting requirement interviews. Interviews are expected to be completed no later than the 1st week of February. Project Plan currently calls for system requirements to be finalized by the end of March. Strategies for Increased Telework Participation: 10% - Analyzed telework survey data. I will be able to give you my telework participation baseline after January 21st.	L.Davies (L), Susan Brown, Cliff Cain	30%^	Y
3.12	Evaluate and present management report for ACWA - 2QFY05	1Q-Completed report and recommendations to be presented to management (FLP). Draft review scheduled for 01/19/05 with DAM.	D.Sanders(L), G.Hilding, Karen Mansker (POC)	90%^	Y
4	SUSTAIN LEARNING ENVIRONMENT AND LEADERSHIP CONTINUITY (Tina Hudson)				
4.1	Implement Strength Finders Assessment for DAM employees - 2QFY05	1Q-SF-34 is entirely implemented. All employees have had an opportunity to take the assessment, and Dee is monitoring new hires to make sure they receive invitations, as well. Supervisors will receive training on how to utilize SF-34 the same day they receive their Q12 training.	B.Boyd (L), J.Barlow (POC), D.Fisher	100%	G
4.2	Implement THIRD GALLUP Q12 survey for FSA/DAM, track and report on DAM work unit's development of action plans based on survey results - 4QFY05	1Q-The survey itself is complete. The executive presentation from Gallup is scheduled for 02/07/05, and training for supervisors begins 01/18/05, and will be completed 02/08/05.	B.Boyd (L), J.Barlow (POC), D.Fisher	25%^	Y
4.3	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 4 measures 1,2,3, & 4 plus % reduction of MCO skills gaps of current employees - 1QFY05	1Q-A Metrics Report Completion Guidance document has been developed and defined. Input was obtained from accountable staffs for the data source needs and formula requirements. Data base programs are being developed and tested to obtain necessary data requirements in the metrics report. The first data run is scheduled in January. This data will be for the first quarter of Fiscal Year 2005 in order to see if any data base programs need to be adjusted and will be run for each quarter.	T.Montgomery(L), T.Hudson, Sandy Prentice(POC)	90%^	Y
4.4	Support USDA in the development and implementation of the AgLearn Training Approval Process System - 3QFY05	1Q-Several meetings have been held with the Department and issues are being worked and resolved.	T.Montgomery, T.Hudson(L), Sandy Prentice(POC)	20%^	Y
4.5	Research and develop a mission wide New Employee Orientation Program - 4QFY05	1Q-Reviewed web-based orientation programs for Department of Energy, APHIS, National Weather Service, Bureau of Land Management, and Department of Energy.	B.Whiteside (L), Monica Frye, Joice Trout, R.Duncan	5%^	Y
4.6	Evaluate the Return on Investment (ROI) for long term training programs and issue a position report with recommendations - 3QFY05	1Q-Evaluation of specific leadership programs to assess ROI, e.g., Federal Executive Institute and Congressional Fellowship and OPM Leadership Development, etc., began 10/18/04. <u>ROI of Human Capital</u> by Fitz-enz researched. On schedule.	J.Migyanka (L)	20%^	Y

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4.7	Implement FY05 Annual Training & Development Work Plan (re item: 2.1) - 1QFY05	1Q-The training offices in DC and KC have developed and implemented the first Annual Training and Development Work Plan. This Plan will help in closing the skills gaps for the MCO's. The Plan is subject to availability of staffing and funding. Both DC and KC training offices will review the Plan on a quarterly basis.	T.Montgomery (L), T.Hudson	100%	G
5	IMPROVE THE RESULTS-DRIVEN PERFORMANCE CULTURE (Lolla Davies)				
5.1	Continue implementation of the <u>National Society for Minorities in Agriculture Natural Resources and Related Sciences (MANRRS)</u> by 4QFY05.	1Q-Established task force to execute obligations in the partnership agreement. Completed tasks in support of MANRRS conference. Developing plans to implement mentor program with college student participants.	Mondina Jolley, Dawn Ferguson, Debbie Schmidt (L)	25%^	Y
5.2	Support implementation of Human Capital Council recommendations re: Develop and Implement Multi-tier Performance Evaluation System - 4QFY05 and Develop and implement a Rewards & Recognition Program - 4QFY05	1Q-The decision memo for the multi-tiered system is in with Mr Little for his decision. The Awards piece is still being fine tuned and will be presented to the Human Capital Council in February.	L.Davies (L), Cheryl Fuller, Stephen Crisp, Angela Jackson	40%^	Y
5.3	Facilitate the linkage of at least 60% of workforce's Individual Performance Plans to Agencies' Strategic Plan goals and indicators - 3QFY05	1Q-FSA HQ and KC are all under performance linkages. FAS has 83% linked to their strategic plan. FSA Field personnel to get training on Jan 18 & 19 and are to complete linkages by March 31.	L.Davies (L), Cheryl Fuller, Charlene White, Stephen Crisp	50%^	Y
5.4	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 5 measures 1,2 - 1QFY05	1Q-Discussions to do this have begun. Data to support HR Logic Model Dashboard to be provided as scheduled.	L.Davies (L), Cheryl Fuller, Stephen Crisp, Angela Jackson	100%	G
5.5	Support USDA HR Reform project - 4QFY05	1Q-The USDA Reform workgroup presented recommendations to the HRLC in November and it was decided the workgroup should develop a leadership competency framework in fy-05. Reporting by USDA on these efforts will be thru the existing Human Capital Management process.	D.Sanders, K.Williams, G.Hilding (L), L.Davies, C.Jones	25%^	Y
5.6	Implement Shared Data Warehouse and Data Dictionary - 2QFY05	1Q-data warehouse project has 5 major milestones or target tasks/accomplishments: 1: determine structure (complete); 2: document standard reporting needs (hrd bi-weekly reports, majority ad-hoc request types, workforce reporting (report cards, fact sheets, md 715))(complete); 3: outline tables/fields for definition (60%); 4: define fields (nfc, icams, defined fields); and 5: implement structure (share data).	B.Boyd (L), D.Fisher(POC), Tatjana Fernandez, S.Clayton-OCR, (KC HR rep and KC OCR rep TBD)	52%^	Y
5.7	Complete Assessment of NFC revisions to iCAMS and address data integrity issues, i.e., position management data - 4QFY05	1Q-A comprehensive review of the iCAMS system was conducted and a chart of recommended action items was developed in conjunction with RD and NRCS. These action items include system enhancements as well as redefining business rules to increase the effectiveness, efficiency and reliability of the system. This chart is included as part of the SLA between NFC and the service center agencies. We are in the initial stages of developing a short term plan to assess the system "fixes," as well as a long range plan to monitor the progress."	B.Boyd (L), C. Wilsey (POC), C.McGowan, D.Fisher, T.Fernandez, Debbie Rogers, Loretta Ramey	20%^	Y

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5.8	Facilitate employee updates to 'emergency contact' and benefits info in employee OPFs - 3QFY05	1Q- A plan of action will be developed 2nd quarter to accomplish this project and may be coordinated with Department's effort to update related OPF information..	K.Williams (L), G.Hilding, Debbie Rogers-POC, Mark Deming, Mary Lou Loar	10%^	Y
5.9	Develop and communicate HR Delegation of Authority in the field to detail oversight and accountability; and detail internal controls for FFAS HR functions - 2QFY05	1Q-Draft delegation chart has been developed.	N.Joice (L), Kathy Williams, Latrisha Smith	25%^	Y
5.10	Coordinate the OPM FHCS with USDA and prepare analysis and executive summary with strengths and weaknesses and cross-walk with GALLUP and FSA Performance Culture Survey - 2QFY05	1Q-OPM 2003 HC Survey completed but FFAS data not available yet. Internal survey data, e.g., Gallup and FSA Performance Culture available for cross-walk.	J.Migyanka (L)	20%^	Y
5.11	Delegate authority to KC for COOP; identify and articulate HR accountabilities - 2QFY05	1Q-Evaluating possible HR candidates; and draft of specific HR COOP responsibilities is under development.	Pat Farmer (L)	20%^	Y
5.12	Develop and issue Employee Relations / Labor Relations Booklet with basic info regarding the handling of grievances and complaints - 3QFY05	1Q-Outline has been developed.	P.Sleight, N.Joice (L) Charlene White, Cliff Cain, N.Williams	25%^	Y
5.13	Develop, define and implement tracking and quarterly reporting systems for ER/LR per USDA - 2QFY05	1Q-Coordinating efforts with Department, data base information was provided to ELRB in WDC; to proceed with internal tracking system on an interim basis.	P.Sleight (L), N.Joice, N.Williams	33%^	Y

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